

Wireless Communication Facility (WCF) Special Exception Checklist

Requirements for filing a petition

- 1. One (1) completed **checklist** (this canary yellow form).
- 2. One (1) completed **petition** (canary yellow form), typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing.
- 3. One (1) copy of the **legal description** attached to the petition.

Metes and bounds descriptions should include a copy of the perimeter survey, drawn to scale.

- or -

Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 for a nominal charge).

For additional information regarding the requirements of the legal description, consult the informational flyer titled "Legal Description Requirements".

- 4. One (1) copy of **Zoning Base Map**, scale of 1 = 1000, with the site indicated. Base maps are available in Room 1821 for a nominal charge.
- 5. Three (3) copies of a **site plan, elevation plan and landscape plan**. Plans must be legible, microfilmable, and drawn to a scale of 1=10, 1=20, 1=30, or 1=40. Additional information may be required, but at the minimum, plans must include the information described on the back of this form. If an original site plan is submitted, please do not use pencil - it will not reproduce well.
- 6. Documentation that indicates that establishes the structural integrity of the WCF, a description of its design, and a statement that the WCF meets the standards of the American National Standards Institute (ANSI).
- 7. A statement regarding the availability of another WCF provider to use the tower, with a map identifying all towers within a ½ mile radius and an explanation why these towers cannot be used for an additional WCF.
- 8. A graphic or photographic representation shall be submitted, which shows the height of the WCF in relation to its surroundings.
- 9. One (1) completed copy of the **Findings of Fact** (pink form). For assistance in completing this form, consult the informational flyer titled "Preparing Your Findings of Fact". Staff will not be able to assist you in completing this form.
- 10. Non-refundable **filing fee**. Checks are to be made payable to "City Controller".
- 11. **Contact person** to be notified when notices are prepared, to provide additional information and to receive written Staff Report:

NAME (print): _____

ADDRESS: _____

DAYTIME PHONE: _____ FAX _____

All forms must be typewritten and all documents must be legible !

Checklist for a Site Plan

A basic site plan should include the following items:

- ✓ North arrow;
- ✓ Address of the site;
- ✓ All dimensions of the site/property;
- ✓ Names, center-lines and right-of-way widths of all streets, alleys and easements;
- ✓ Location and dimensions of all existing structures, including fences, sheds, paved areas, storage areas and parking areas (indicate if parking area is hardsurfaced and if it is striped);
- ✓ Location and dimensions of all proposed structures, including fences, sheds, paved areas, storage areas, parking areas (indicate if parking is hardsurfaced). Cross-hatch or shade lightly all proposed buildings;
- ✓ Use of each structure by labeling (e.g. parking, residence, office);
- ✓ Structures proposed for demolition should be indicated as such;
- ✓ Distance of all structures from front, rear and side property lines. (This distance is measured as a line from the point where the structure is closest to the property line. This line is perpendicular to the property line.);
- ✓ Location of any proposed or existing driveway and its width at the property line. (Any connection to an alley must also be indicated);
- ✓ Measurement of curb radius and/or taper;
- ✓ Names of legal ditches and streams on or adjacent to the site;
- ✓ Location, dimensions, and type (e.g. ground, pole, wall) of all signs on the site, existing and proposed. Include separate elevations of proposed signs structures with all dimensions drawn to scale;
- ✓ Location, size and species of all proposed and existing trees and landscaping.